



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR ACCOUNTING OFFICER, SPECIALIST ACCOUNTS PAYABLE UNIT

\$4,400 - \$5,348

SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of an Accounting Administrator I (Supervisor), this position is responsible for the complex technical, professional accounting responsibilities related to Accounts Payable. Includes maintaining of the automated accounting system and the invoices records to enhance the efficiency of the accounting process. Duties include:

- Audit the more complex claims and invoices received for departmental goods and services such as claims for Victim Compensation and Government Claims Board and payment for maintenance agreements. This function requires that claims be in accordance with contract language, State Administrative Manual, Government Code, Departmental Policy, and Victim Compensation and Government Claims Board rules and regulations.
- Analyze, evaluate, and implement departmental policy relating to invoice payment and California Prompt Payment Act. Analyze and maintain internal control methods within the section.
- Act as a lead person for professional staff in the Accounts Payable and Contract Payment Section. Serve as a liaison with control agencies (DPA, SCO, DGS, and DOF.)

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Accounting Officer, Specialist, level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Senior Accounting Officer #192-4567-002" on the State application.** For additional information, please call (916) 492-3351.

04/15/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



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FINAL FILING DATE: April 25, 2013 – Close of Business (5:00 p.m.)

NOTE: Interested individuals, including last eligibles, must submit applications by the final filing date in order to be considered for this position.

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